

JOB AID: Uploading Conditions

Practical guidance for CWL brokers & partners

Community Wholesale Lending

Version: 1.0 Date: 09/10/2025

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1. Overview

This job aid provides step-by-step guidance on uploading and submitting conditions in PARC.

2. Step-by-Step Instructions

- 1. Navigate to your loan file from your pipeline
 - -Select conditions

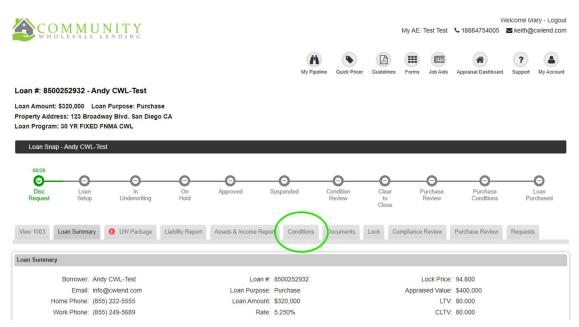


Figure 1. Conditions

2. Upload conditions

- -Drag or drop your conditions into the conditions box
- -Documents should be uploaded to the individual corresponding condition

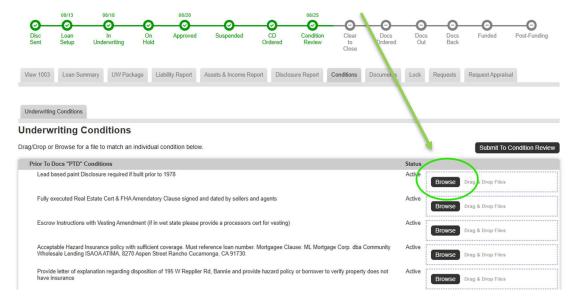


Figure 2. Condition Upload

3. Submit to condition review

-Once 90% of the conditions are uploaded, select submit to condition review

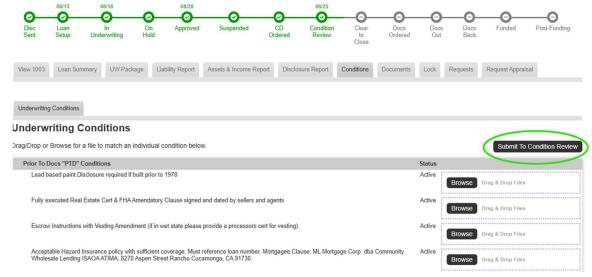


Figure 3. Submit to condition review

3. Quick Tips / Common Errors to Avoid

- ✓ File must be in *Approved, Suspended* or *on hold* status for conditions to be uploaded and submitted
- \checkmark 90% of conditions required to be uploaded prior to submitting to condition review
- ✓ Please notify your Client Relations Manager if you are uploading less than 90% of the required conditions

4. Support

Need help? Contact parcsupport@cwlend.com